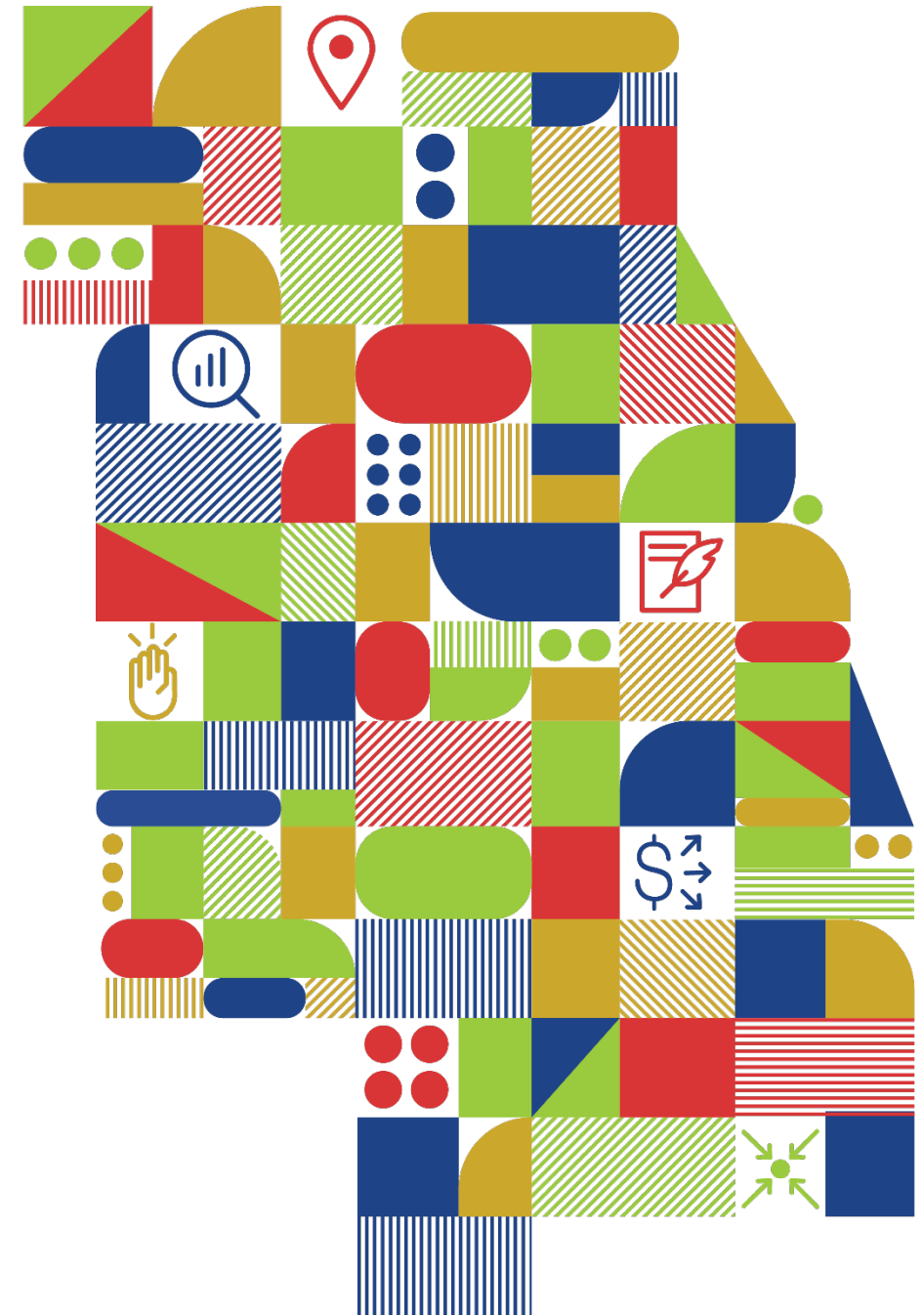




Effective Virtual Public Meetings



Welcome!

Jacob Seid, AICP
Senior Planner
jseid@cmap.illinois.gov



Housekeeping

- All attendees are in listen-only mode.
- Use the Control Panel on your screen to access the Question Box and Chat Box.
- Enter your questions in the Questions Box. We will monitor, and address as many questions as we can at the end.
- A recording of the webinar will be available after the webinar
- Please tell us how we did in a follow-up survey after the webinar.



**Rory Fancier-Splitt,
AICP PTP**



Andy Cross, AICP



Greg Jones, AICP

Rory Fancier-Splitt, AICP PTP

Planner
Kimley-Horn and Associates, Inc.
rory.fancier@kimley-horn.com



What is your public involvement objective?

Consider your needs and objective for involving the public.



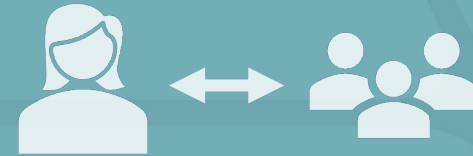
Inform

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and/or solutions.



Consult

To obtain public feedback on analysis, alternatives, and/or decision.



Collaborate

To partner with the public in each aspect of the decision including the development of alternatives and the preferred solution.

Effective Digital Public Involvement May Require Applying a Suite of Tools

Video Open Houses



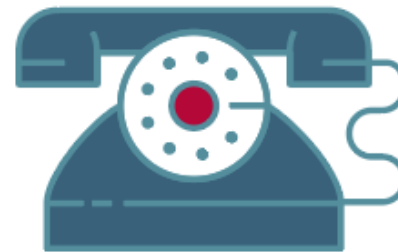
PROJECT
WEBSITE

LOCAL



INPUT

phone calls



COMMENT
FORMS

EMAILS

Best Practices To Consider When Going Digital

- Timing
- Communicate format change
- Simplify the message
- Be sensitive
- Consider alternatives for underrepresented communities
- Engage representative voices
- Allow time in the process for testing and/or trial runs

Andy Cross, AICP

Senior Planner
City of Highland Park
across@cityhpil.com





HIGHLAND PARK'S APPROACH TO HOSTING VIRTUAL PUBLIC HEARINGS

Technology

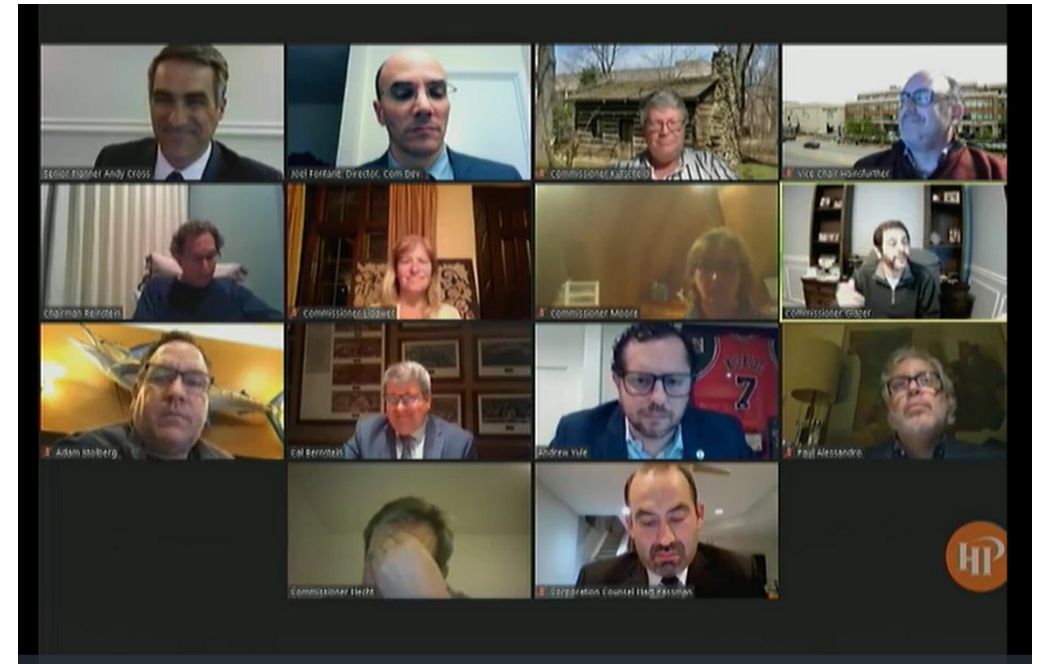
- Zoom's Webinar feature
 - Host
 - Panelists
 - Attendees
- Allows maximum control over all attendees
- Disable Chat, Private Chat, Polls, Q & A
- Enable screen sharing by Panelists
- Attendee List is a powerful tool

Zoom Webinar



Meeting Structure

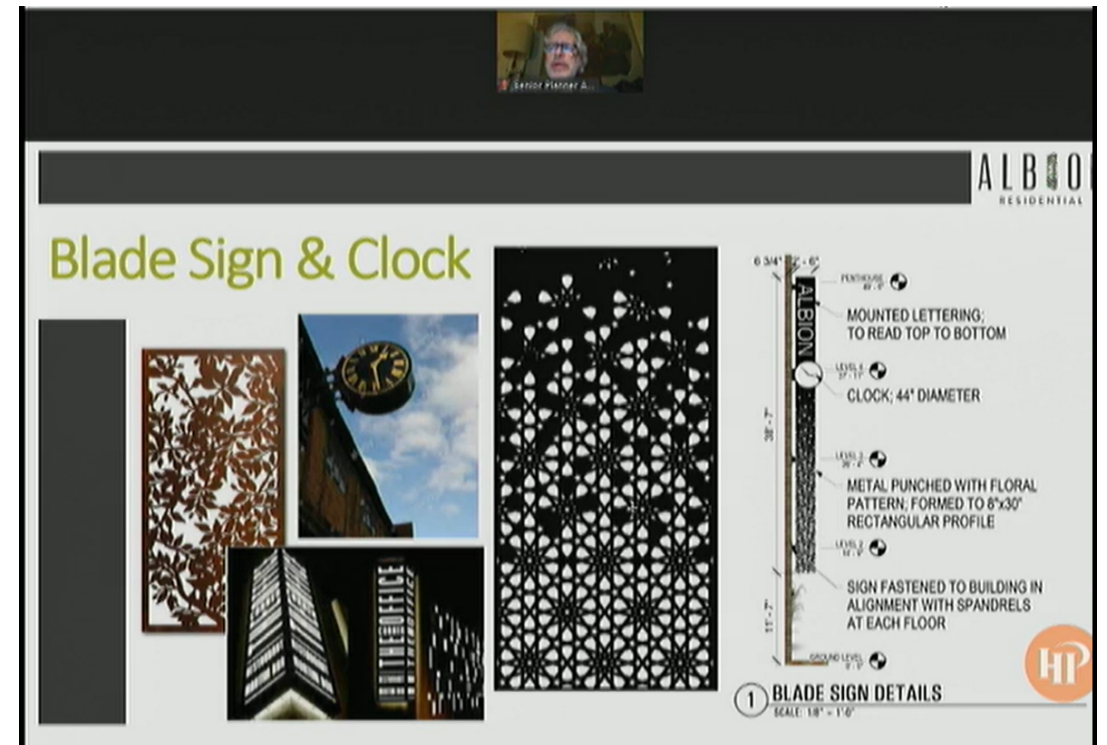
- All attendees muted when they join
- Commissioners, Staff promoted to Panelists
 - Monitor the Attendee List carefully
- At least one co-host
- Script for Chairman
 - Legal foundations, basic ground rules and process
- Script for staff
 - Tell the viewing public how the meeting will work



Applicant Presentations & Testimony

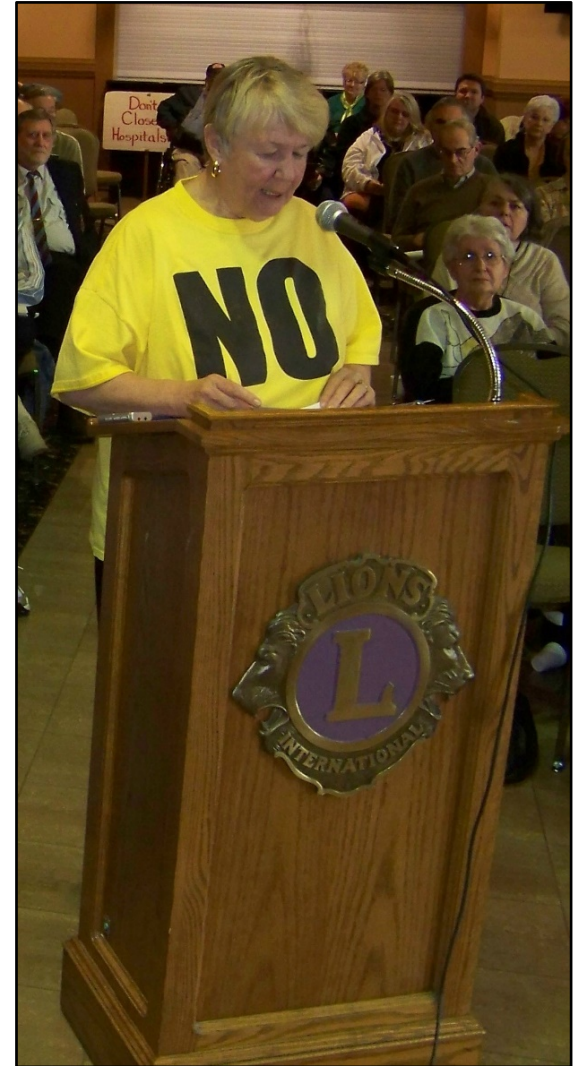
- Get names of entire applicant team
- Some promoted to Panelists for their presentation
- Others remain on Attendee List, but unmuted

- *Make sure they're fluent in the technology*
- Applicant shares their screen, makes their presentation
- Host can end applicant's screen sharing if needed
- When appropriate, move applicants back to Attendee status



Public Testimony

- www.cityhpil.com/virtualmeetings
- Opportunities to provide testimony
 - planning@cityhpil.com
 - Phone number for voicemails
 - Meeting participation details
- Staff script read at each meeting
 - Dial-in attendees - *9 on your phone to raise hand
 - Online attendees – raise hand in Zoom
 - Unmuted in order
 - Testimony can be timed



Greg Jones, AICP

Partner
Ancel Glink
gjones@ancelglink.com



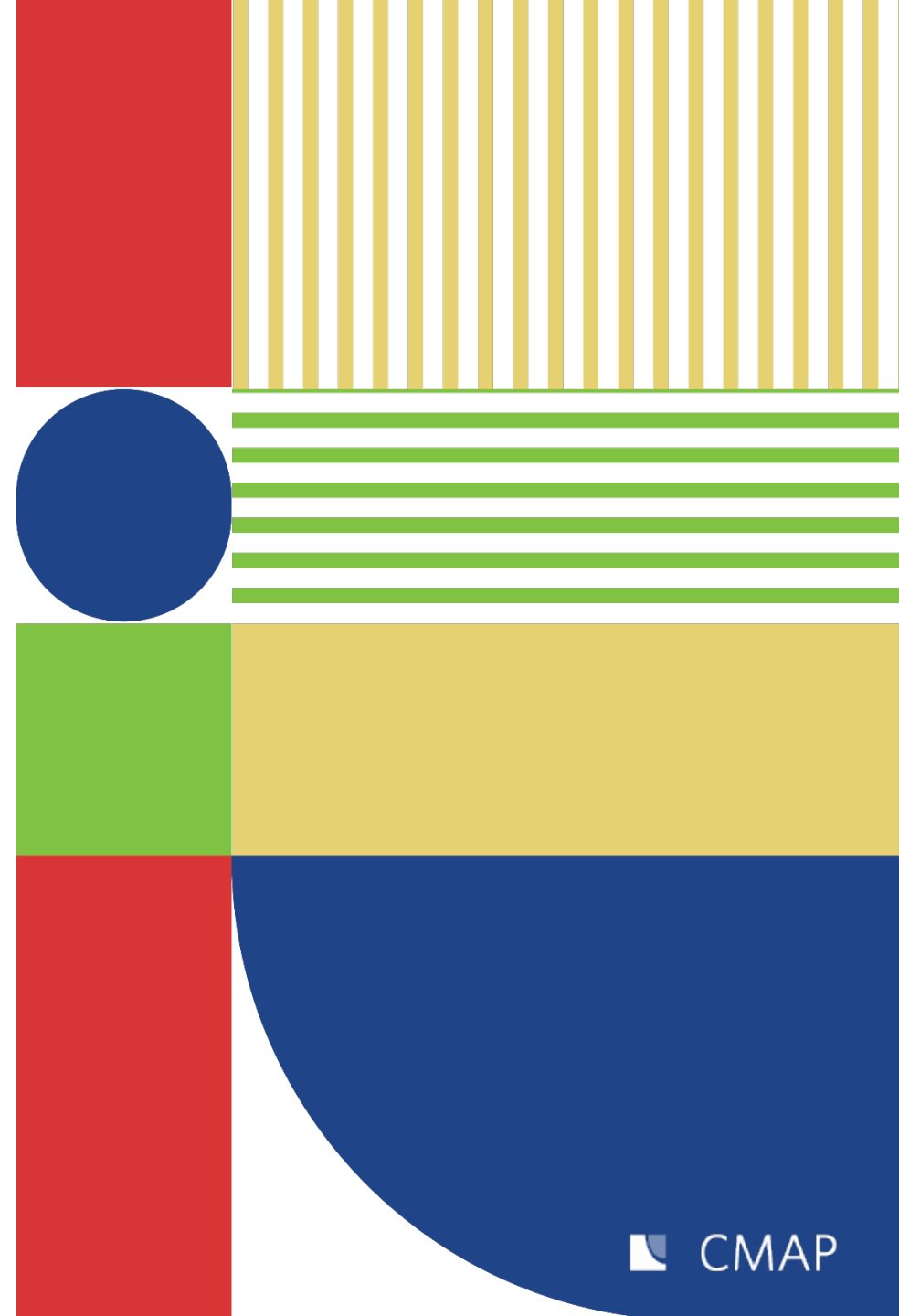
10 Guidelines for Remote Public Hearings

1. Hold only necessary hearings
2. Adopt emergency rules
3. Secure an open and convenient location (if meeting is not entirely remote)
4. Identify ways to participate
5. Advertise ways to participate

10 Guidelines for Remote Public Hearings (Contd.)

6. Publicize hearing materials ASAP
7. Identify speakers before the hearing (if possible)
8. Designate a hearing administrator
9. Establish a hearing outline
10. Remain flexible and encourage participation

Questions?





www.cmap.illinois.gov

CMAP Updates

www.cmap.illinois.gov/updates

Twitter: @ONTO2050

Instagram: @ONTO2050

Facebook: @1CMAP